



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 06-45

4 Nov 2006

AVOID ANNUAL LEAVE FORFEITURE

EXPIRATION 6 JANUARY 2007

1. All federal technicians are reminded of their obligation to schedule annual leave so that their "use or lose" hours are liquidated prior to the end of the leave year (6 January 2007).
2. Federal technicians may carry over to the next leave year a maximum of 240 hours of accrued annual leave. "Use or lose" annual leave is the amount of accrued annual leave that exceeds 240 hours. If you do not "use" the excess annual leave by 6 January 2007, you will "lose" (forfeit) it.
3. Annual leave that is forfeited due to an exigency of the public business or sickness of the employee **and** if the annual leave was previously scheduled and approved in writing before 25 November 2006 to be used by the end of the leave year, the leave may be restored to the technician. Send your request for annual leave restoration to the Directorate for Human Resources, ATTN: Chris Zell (Box 37), 9800 Goethe Road, Sacramento, CA 95826. A copy of the approved OPM-71, Request for Leave or Approved Absence, must accompany the request.
4. The goal is to have zero hours forfeited so schedule it, use it, or donate it. If you have any questions, contact Chris Zell, Supervisor, Human Resources Specialist at CAGNET 63411, DSN 466-3411, or (916) 854-3411.

STUART D. EWING
Captain, CA ANG
Deputy, Human Resources Officer

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